



December 4, 2009

Roger Semler
Assistant Administrator
Montana Department of Fish, Wildlife and Parks
1420 E. 6th Ave
Helena, MT 59620

Legal Application: Montana Department of Fish, Wildlife and Parks

Dear Mr. Roger Semler,

Thank you for submitting an application under the Montana 2010 AmeriCorps Notice of Funding Opportunity. As part of our review process we have identified items that need clarification. Please respond to each of the items in writing and update your application as necessary:

Narrative

- 1) Identify if a board or advisory group will be used during the planning process?

RESPONSE: An advisory group will be used during the planning process.

Budget

- 1) Personnel Expenses: Include salary for Volunteer Program manager.

RESPONSE: This has been added to the application.

- 2) Personnel Expenses: Adjust percentage time column so that it represents the amount of time the position will spend towards the grant. For example, if a part time Program Specialist spends all of his/her time working on the grant then it would list 100%.

RESPONSE: The change has been made to read 100% of the Program Specialist time will be spent on the grant.

- 3) Personnel Fringe Benefits: Explain why the Program Specialists benefits are calculated based on \$30,000.

RESPONSE: This has been changed to reflect that the fringe benefits are calculated on the base salary of \$20, 576.

- 4) Staff Travel: Adjust mileage calculation

RESPONSE: This total has been corrected. The previous total was due to a math error.

Note

- 1) Administrative/Indirect Costs: Section III costs are allowable. If you would like to adjust your budget to include indirect costs please refer to page 29 of the 2010 Application Instructions listed on the web at http://serve.mt.gov/?page_id=621

- 2) Background Checks: AmeriCorps regulations require that grant funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc. receive

background checks. These costs are allowance and can be included in the budget under Other Program Operating Costs.

Please make sure all items are addressed and applications are returned (via email) no later than December 11, 2009. Please contact me if you have any questions.

Sincerely,
Tony Dean